

Members of the Council you are
hereby summoned to attend a meeting of

Kington Town Council

to be held on **Monday 3rd June 2024 at 7.00pm**

at The Old Police Station, Market Hall Street, Kington HR5 3DP
for the purpose of transacting the following business.

Agenda

1. To receive apologies for absence, declarations of interest and requests for dispensation
2. Minutes:
 - a) To agree Minutes of the meeting held on [13th May 2024](#)
 - b) To agree Minutes of the additional meeting held on [20th May 2024](#)
3. Public participation:
 - a) To receive the police report
 - b) To receive the Ward Councillors Report
 - c) To receive questions from members of the public present
4. Mayor's Report
5. Clerk's Report
6. Financial Matters
 - a) To approve payments as now due, as attached
 - b) To note the [report of the Internal auditor for the year ended 31st March 2024](#) and agree any actions arising there from
 - c) To note and accept the [receipts and payments account](#) for the year ended 31st March 2024
 - d) To consider and agree the [Annual Governance Statement for the year ended 31st March 2024](#)
 - e) To consider and agree the Annual Accounting Statement for the year ended 31st March 2024
 - f) To agree submission of Annual Governance and Accounting Return for the year to 31st March 2024 to external auditors
 - g) To note arrangements for the exercise of electors rights for year ended 31.3.2024
 - h) Community Infrastructure Fund Grant application:
 - Update on submission of expression of interest for a grant under the Community Infrastructure Fund available from Herefordshire Council
 - To agree a working party to assist with the draft of a full bid if the expression of interest is put forward to the next stage of this process
 - To agree date for additional meeting of Full Council to agree the final bid to the Community Infrastructure Fund, if applicable.
7. Planning Matters
To consider Town Council response to the following planning application:
 - Ref: [241229](#)
 - Site: 6a The Square, Kington
 - Dev: Listed building consent. Replacement of three windows with glazed doors plus additional interior works

8. To consider application for funding for public rights of way work in support of the work of Kington Walks
9. Christmas Lights: To consider proposals for Christmas lights for 2024 onwards
10. Update on social media project
11. [Kington Economic Investment Plan](#): To authorise a working party to meet with Herefordshire Council to work on proposals for projects arising from that plan
12. Annual Town Meeting
 - a) Feedback from Annual Town Meeting held on 22nd May 2024
 - b) To review nomination process for Civic Awards
 - c) To agree budget for future event
13. Environmental matters: To agree working party to put forward proposals for furthering aims of Climate Emergency Declaration
14. To consider support for action regarding property at Lower Cross
15. To note reports from Committees:
 - a) [Planning & Environment Committee](#) held 20th May 2024
 - b) [Finance, Personnel & General Purposes Committee](#) held on 20th May 2024
16. Information only item: Reports from councillors
17. Items for the next agenda and date and time of next meeting

Issued by:

Liz Kelso, Clerk, Kington Town Council

Tel: 01544 239098 or mobile: 07483914485

Email: clerk@kingtontowncouncil.gov.uk

28.5.2023

Members of the public are welcome to attend meetings of the Town Council and may, at the discretion of the Chairman, speak on some agenda items. For further information on council procedures please speak to the clerk.

In the interests of the health and well being of councillors, staff and members of the public in attendance, please do not attend this meeting if you are unwell whether or not you have tested positive for covid.

KINGTON TOWN COUNCIL

Meeting to be held on Monday 3rd June 2024

Clerk's Report

This report identifies activities of the Clerk since the last meeting other than those addressed elsewhere on the agenda or addressed by other Members as part of their report and includes some items which are for information only.

1. Meeting with Herefordshire Council Chief Executive

This is yet to be arranged due to pressures of other activities.

2. Herefordshire Waste Services Webinar

A reminder that Herefordshire Waste Services are holding an online webinar outlining changes to the waste service in Herefordshire. The event will take place online on **Tuesday 25th June from 12.45 – 14.00**. If members would like to attend, please let the clerk know so a booking can be made for you. Places are limited.

3. Agenda items for next meeting

The Clerk will be on annual leave during week commencing 24th June, returning on Monday 1st July. This means that the agenda for the meeting scheduled for 1st July will need to be finalised much earlier than usual so items for that agenda need to be submitted no later than **Wednesday 19th June 2024**.

Kington Town Council

[illegible]

KINGTON TOWN COUNCIL

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
<p>1. Date of announcement: Friday 7th June 2024 (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2023, these documents will be available on reasonable notice by application to:</p> <p>(b) Town Clerk, Kington Town Council, The Old Police Station, Market Hall Street, Kington HR5 3DP. Email: clerk@kingtontowncouncil.gov.uk, or phone 01544 239098 or 07483 914485</p> <p>commencing on (c) <u>Monday 10 June 2024</u></p> <p>and ending on (d) <u>Friday 19 July 2024</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-l.com)</p> <p>5. This announcement is made by (e) Mrs. E. Kelso, Town Clerk/RFO</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2022 for 2021/22 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The

advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

Mrs Liz Kelso
Clerk to the Parish
Kington Town Council
Office 1, The Old Police Station
1 Market Hall Street
Kington
Herefordshire
HR5 3DP
clerk@kingtontowncouncil.gov.uk

Dear Mrs Liz Kelso

APPLICATION NO & SITE ADDRESS: Planning Consultation - 241229 - 6a The Square, Common Close, Kington, Herefordshire, HR5 3BA
DESCRIPTION: Proposed removal of three windows and replacing them with glazed doors. Removal of several sections of gypsum plaster to the interior of the building, opening up two fireplaces and installing multi-fuel stoves in the original openings. Installation of a toilet, sink unit and an internal stub soil drainage stack. Expose and repair a roof purlin.
APPLICANT(S): Ms J Constant
GRID REF: OS 329503, 256814
APPLICATION TYPE: Listed Building Consent
WEBSITE LINK: <http://www.herefordshire.gov.uk/searchplanningapplications>

Please note: Due the high caseloads currently being held by officers we are currently allocating new applications to officers on a capacity basis. This application is currently in a holding pile awaiting the allocation of an officer in the interim please respond using the online comments form.

However, if you are requesting an extension of time in which to make comments, in due course a site visit will be carried out and an appropriate notice erected. Once the site notice has been erected a further 21 day consultation period will be given following the date of the notice is erected therefore before requesting an extension of time you might want to check the website for the current consultation end date. Any requests for extension of time should be emailed to planning_enquiries@herefordshire.gov.uk and someone will assess your request.

We have received an application which affects your Parish. The application is described above and we are seeking the comments or views of your Parish Council. If the land concerned is on or near the parish boundary, we consult both councils as a matter of courtesy and welcome local views.

The planning application and its supporting documentation can be viewed, normally within 24 hours, by using the website link above and entering the application number 241229.

If you wish to make comments which you would like the Council to take into account before making a decision on the application, please respond by **07/06/2024** If you do not respond by this date it will be assumed that you have no comments to make.

You will be able to monitor the progress of the application, including all of the correspondence received, any amended or additional documentation, the officer report and the decision by viewing the application on the Council's website.

Yours faithfully

TECHNICAL SUPPORT OFFICER

All personal data held is processed in accordance with data protection law. For further information please see our website https://www.herefordshire.gov.uk/info/200142/planning_services/62/apply_for_planning_permission/3

KINGTON TOWN COUNCIL

Meeting to be held on Monday 3rd June 2024

Agenda item 8 – [Public Rights of Way funding](#)

Herefordshire Council has announced an additional £250,000 of funding for public rights of way in Herefordshire. The funding is being made available to Town and Parish Councils for replacement of PROW assets such as stiles, finger posts and gates. The scheme, which is being implemented through the parish council lengthsman scheme, will also fund bespoke items such as rails and maintenance work. Parishes that are not part of the lengthsman scheme can request items/funding through the PROW team at Herefordshire Council.

In Kington, parish footpaths officer Kevin Robinson, manages the public right of way network as part of is voluntary work with Kington Walks and has provided a list of items that fall within the scope of the funding.

It is to be proposed at the meeting that Kington Town Council applies for this funding for the items identified with a view to working with Kington Walks/the Parish Footpath Officer to support the public rights of way network in and around Kington.

The deadline for submission of an application is 1st July and applications must be in the format prescribed by Herefordshire Council.

From: TalkCommunityEnquiries <TalkCommunityEnquiries@herefordshire.gov.uk>
Sent: 21 May 2024 15:51
To: TalkCommunityEnquiries
Subject: Public Rights of Way Grant Funding
Attachments: PROW Grant Application Form.docx

Dear Clerk,

In March we wrote to every Parish and Town Council to outline additional investment Herefordshire Council is making in the Lengthsman Scheme, the Public Rights of Way (PROW) network and a new Local Drainage Fund.

We are pleased to be writing today to give a further update on the PROW funding and how Parish Councils can register their expressions of interest in the scheme. As a reminder the funding will be made available for replacement of minor PROW assets such as stiles, finger posts and gates. The scheme will also allow for funding for minor maintenance works on the PROW network by suitably qualified individuals.

Interested Parish Councils should submit an expression of interest using the attached template, including the following information:

1. The location (What3Words) of each asset requiring replacement
2. A photograph of the asset and a short description of the work required.
3. A cost estimate (for generic items please use the costs from the table below which represent the maximum funding available for each item based on the cost of purchase to the Council).

Item	Cost
Finger Post	Metal - £61.20, Composite - £69.00 or Wood - £21.00
Stile Kit	£120
Kissing Gate (full metal kit with Pen)	Pedestrian - £520.95, Medium - £599.75 or Large - £679.55
Self-Closing Pedestrian Gate	£250
Bespoke Items	Bespoke items such as steps or hand rails may be funded as part of this scheme and those who wish to include bespoke items should include a detailed description, photograph, What3Words location and an estimated cost with their application.
Bridges	We are able to fund the replacement of bridges under 6.2m from this scheme and those interested in replacing a bridge should contact the PROW Team for further information.

Please note that total funds for this scheme are limited and where applications exceed the total funds available we may not be able to fund the entirety of your request.

Parish Councils should be aware that if they are successful in their requests for funding then this will be distributed through the Lengthsman Scheme and Parish Councils themselves will be responsible for purchasing the equipment from the funds provided. Please note that all equipment must meet the British Standard for Gaps, Gates and Stiles (BS. 5709:2018) and any funds will need to be spent by March 2025 at the latest.

At this stage only Parish Councils who are part of the Lengthsman Scheme will be eligible to apply for funding under this programme. Any Parish Council not part of the Lengthsman Scheme may still benefit from investment in their local PROW network however they will need to contact the PROW Team to discuss their requirements separately to the scheme via prow@herefordshire.gov.uk

All completed submissions or queries should be sent to Lengthsman@herefordshire.gov.uk before the 1st July. If your Parish Council will not have time to meet and discuss this before then please do let us know.

Public Rights of Way Grant Application 2024/25**Parish Council Contact Details**

Parish Name	Kington Town Council
Contact Name	Liz Kelso, Town Clerk
Contact Number	07483914485
Contact Email Address	clerk@kingtontowncouncil.gov.uk

Summary of Proposed Works

Total Number of Locations	5
Total Cost of Works	£1,373.20

We understand that that total funds for this scheme are limited and where applications exceed the total funds available then entirety of our request may not be funded. Subject to our proposal being accepted, we agree to enter into a Parish Lengthsman contract variation agreement to deliver the works, which we understand must be fully completed by 31st March 2025.

Signed

On behalf of KINGTON TOWN COUNCIL

Dated

Description of Proposed Works (insert further copies as required)

Ref No.	ZE35 stile near Hergest Road
Location of work (What3Words)	poetry.path.range
Short description of work	Replace rotten wooden stile with self closing metal gate to facilitate further public access. Works to be completed by Kington Walks volunteers and Footpath Officer
Photograph of the asset	
Cost Estimate (materials only)	Self closing metal gate £250 6 bags of Postcrete £72

Ref No.	ZE35 stile on Cutterbach Lane
Location of work (What3Words)	stirs.argued.paddlers
Short description of work	<p>Replace rotten wooden stile with self closing metal gate to facilitate further public access.</p> <p>Works to be completed by Kington Walks volunteers and Footpath Officer</p>
Photograph of the asset	
Cost Estimate (materials only)	<p>Self closing metal gate £250</p> <p>6 bags of Postcrete £72</p>

Ref No.	ZE7 stile on Ridgebourne Road
Location of work (What3Words)	subtitle.career.florists
Short description of work	<p>Replace rotten wooden stile with self closing metal gate to facilitate further public access.</p> <p>Works to be completed by Kington Walks volunteers and Footpath Officer</p>
Photograph of the asset	
Cost Estimate (materials only)	<p>Self closing metal gate £250</p> <p>6 bags of Postcrete £72</p>

Ref No.	ZE26 finger post and sign board junction Bridge Street and Island Terrace
Location of work (What3Words)	spoken.theme.videos
Short description of work	Replace rotten fingerpost and sign board. Works to be completed by Kington Walks volunteers and Footpath Officer
Photograph of the asset	
Cost Estimate (materials only)	Metal fingerpost - £61.20 2 bags of Postcrete £24

Ref No.	ZE9 stile near River Arrow, situated on the Herefordshire Trail.
Location of work (What3Words)	along.ballparks.analogy
Short description of work	Replace rotten wooden stile with self closing metal gate to facilitate further public access. Works to be completed by Kington Walks volunteers and Footpath Officer
Photograph of the asset	
Cost Estimate (materials only)	Self closing metal gate £250 6 bags of Postcrete £72